STEPS TO CONVERTING CURRENT WORK PERFORMANCE STANDARDS TO NEW NPD-14 WPS FORM USING MICROSOFT WORD	
1	Download the new *NPD-14* form from Web site and save on computer. If there are more than 8 job elements on the current work performance standards, also download the *Job Elements Template*.
2	Open the current Work Performance Standards (WPS) document on computer.
3	Open the NPD-14 document and save it under a new name (both documents should be open in order to copy and paste text from one to the other).
4	Complete the top portion of the NPD-14 form.
5	Switch to the current WPS document by selecting from the menu bar, WINDOW, then clicking on the document's file name listed in the window. Select the one line description for the Principal Description of Assignment #1 from the current WPS, and use the COPY function.
6	Switch back to the NPD-14 form, place the cursor into the shaded heading row of Job Element #1, and use the PASTE function to copy the one line description, i.e., *Job Element #1: Technical Support*
7	Switch to the current WPS document, select and copy the text of the corresponding Principal Description of Assignment.
8	Switch to the NPD-14 form, place the cursor in the unshaded row under the Job Element #1 heading on the left side of the form, and paste the assignment description.
9	Switch to the WPS document, select and copy the text of the Principal Assignment's performance standard. Switch back to the NPD-14 form and paste the standard onto the right side of the form to correspond with its assignment description.
10	Continue switching back and forth until the document has been transferred to the new NPD-14 form.
11	If job element definitions and standards for supervisory responsibilities and related factors are not on the current work performance standards, they must be added to the new standards. Use the *Job Elements Template* for more than 8 job elements.
12	Recalculate percentages of weighted values for each job element according to the *NPD-14 WPS Transition instructions*.
Troubleshoot	The NPD-14 is set up in a table format containing rows. Some job element definitions may contain too much text for one row to support, resulting in the row breaking to the next page instead of breaking across two or more pages. If this occurs, insert a row (above the row breaking to the next page), determine how much text from the breaking row will fit on the previous page and cut and paste the text into the newly inserted row. If the new row also breaks to the next page, there is still too much text for the row. If a job element heading begins at the bottom of a page and you want it to start on the next, place the cursor in the row where the break should begin, and insert a PAGE BREAK.